



1651 Alhambra Boulevard
Sacramento, CA 95816

Providing information technology services to
California Health and Human Services Agency Departments

JOB OPPORTUNITY



Gray Davis,
Governor

CLASSIFICATION: Systems Software Specialist I
(Permanent/Full-time)

POSITION LOCATION: Health and Human Services Data Center (HHSDC)
Technology Development and Integration Division (TDID)
Services Development Branch
1651 Alhambra Boulevard
Sacramento, CA 95816
Free Parking

SALARY: \$4,506 - \$5,479

Duties/Responsibilities:

Under the general direction of the Assistant Deputy Director, independently provides HHSDC customer departments with a reliable Microsoft Exchange electronic messaging infrastructure. Independently or as a member of a team plan, design, install and maintain complex Microsoft Exchange electronic messaging environments and related software for the HHSDC and Health and Human Services Agency departments; provide expert technical support to customer messaging support staff for complex problems/issues; establish and document Agency wide policy, procedures and standards for the HHSDC Enterprise messaging infrastructure.

Required Qualifications:

The qualifications listed below are necessary to successfully perform the duties of a Systems Software Specialist I in the TDID, Services Development Branch.

Please identify on your application or on a separate document how you meet each of the following required qualifications:

- Knowledge of Microsoft Exchange Server.
- Knowledge of Microsoft Windows NT and/or Windows 2000 operating systems.
- General knowledge of LAN/WAN concepts and terminology.
- Willingness to work off-shift hours as needed.



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- Ability to communicate effectively with staff and customers to resolve all issues in a timely manner.

Desirable Qualifications:

- Knowledge of change control practices and the ability to apply these concepts to implement changes with minimal adverse impact on customer service.
- Knowledge of Email-related components and concepts, such as Metadirectory, FAX, and wireless email services.
- Ability to develop and drive test plans, methods, and schedules for Microsoft Exchange architectures.
- Ability to make oral presentations, adjusting style, method and tools for knowledge base of the audience.
- Knowledge of industry standards and trends related to messaging system architectures.
- The ability to produce written documents that are easily understood by the intended audience, grammatically correct and concise, using appropriate standard documentation methods and standardized formats.

Who May Apply:

- HHSDC employees who are at or have lateral transfer eligibility to the Systems Software Specialist I classification.
- Persons who have list eligibility. (If applicable, please indicate that you have list eligibility for this classification on your application.)
- SROA/Surplus candidates are encouraged to apply. (If applicable, please indicate on your application that you are an SROA/Surplus candidate.)

Pending freeze exemption approval for candidates other than current HHSDC state employees.

Inquiries regarding this position may be directed to David Rial (916) 739-7928.

Please reference RPA# 03-136 on your application.



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APPLICATIONS RECEIVED WITHOUT AN RPA# REFERENCED ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.

Final Filing Date: April 14, 2003

Submit applications to:

Health and Human Services Data Center
Human Resources Branch
Examination and Recruitment Unit
Attention: Renee Tovar
1651 Alhambra Boulevard
Sacramento, CA 95816

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.